

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 385-1-98

CESO-I

Regulation
No. 385-1-98

20 December 2001

Safety and Occupational Health
FUSRAP ACCIDENT REPORTING POLICY

1. Purpose. Provide policy and guidance concerning the reporting of accident and illness frequency rate data pertaining to the execution of the Formally Utilized Sites Remedial Action Program (FUSRAP).
2. Applicability. This circular is applicable to all USACE commands with FUSRAP mission responsibilities.
3. Distribution Statement. Approved for public release, distribution is unlimited.
4. References.
 - a. USACE Supplement 1 to AR 385-40, Accident Reporting and Records.
 - b. EM 385-1-1, USACE Safety and Health Requirements Manual.
 - c. OMB Publication # 1220-0029, Recordkeeping Guidelines for Occupational Injuries and Illnesses. http://www.osha-slc.gov/rkeep_toc/rkeep_toc_by_sect.html
5. Policy. The following guidance is provided to ensure that consistent and accurate accident and illness incidence reporting data is collected concerning USACE execution of the FUSRAP program. This will assist in the risk management decision-making processes, and will provide for continuing evaluation of the FUSRAP program. Man-hour reporting will be per reference 4.a., and is to be collected whenever the requirements of reference 4.b., EM 385-1-1, are invoked. Man-hour data for FUSRAP contractors (both prime and subcontractors) will be provided by the executing organization (for example the Construction or Engineering Division) on a timely basis to the local Safety and Occupational Health Office (SOHO) to meet quarterly reporting requirements (see Appendix A for definitions.) The SOHO shall enter the number of man-hours worked at each FUSRAP site (geographic District executed) on a “feeder form”, Eng. Form No. 5081-R, a copy of which is provided at Appendix B. The form is also available Corps-wide as a Form Flow file. This form details all data elements required. The “number of days since a lost time accident has occurred” on each site, should begin at the point of USACE oversight at the project, and shall also be indicated on the feeder form. The completed feeder form from each District shall be forwarded through the appropriate USACE Division SOHO, to the HQUSACE

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District shall be forwarded through the appropriate USACE Division SOHO, to the HQUSACE SOHO (CESO) at the same time as existing feeder report information is submitted (Reference 4a). FUSRAP data shall still be included in the quarterly data submitted by each District and consolidated by each Division to represent total contractor workload and accident experience (i.e., non-FUSRAP plus FUSRAP). It should be noted that there may be additional local man-hour reporting requirements that are outside the interest of this ER.

FOR THE COMMANDER:

2 Appendices
App A - Definitions
App B - Feeder Form



ROBERT CREAR
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A Definitions

A-1. Lost Workday Case: Cases in which a contractor employee was scheduled to work, but could not because of an occupational illness or injury. This definition is consistent with the OSHA definition of a “lost workday – days away from work” (Reference 4.c.) situation. Absences on the date of injury are not counted as lost workdays. Lost workday cases involving only “Restricted work activity” (see Reference 4.c.) are not to be included for this purpose as a lost workday case.

Examples:

1. An employee sustains an injury at work on Monday. He/she receives medical treatment on Monday and is declared by the doctor as disabled for return to work on Tuesday and Wednesday. The first Monday would not be a lost workday because it was the day of injury. Tuesday and Wednesday are lost workdays because of the employee's inability (due to job related injury or illness) to be present and work during his/her normal workday/shift. Therefore, in the situation above the case would be reported as a lost workday case to HQUSACE because it involved days away from work.
2. The employee is injured on Wednesday and is seen by his/her doctor on Thursday and released to return to limited duties for the remainder of that workday and Friday. He/she sees his doctor again on the next Monday and is released to full duty for the remainder of that workday and thereafter. Even though Thursday and Friday would constitute lost workdays – “restricted duty” (because he/she was unable to perform all or any part of his/her normal assignment during all or any part of the normal workdays/shift), the case would not be reported to HQUSACE as a lost workday case because the case did not involve days away from work.

Note: Remember that USACE, at this point, is not collecting data on any contractor cases which are of lesser severity than lost workday cases that involve a day or days away from work.

A-2. Days without a lost workday accident: This number reflects the number of workdays since the last incident involving a lost workday or fatality for the contractor. If there have been no lost workday cases (as defined in A-1 above) or fatalities on the project, the number of days since USACE management took place shall be reported.

APPENDIX B
Manhour Collection Data Feeder Form
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FUSRAP PROJECT SITE Accident Freq. Rate Feeder Form	Indicate FY and quarter of period covered Quarter <u> </u> <u> </u> ^{1st} <u> </u> ^{2nd} <u> </u> ^{3rd} <u> </u> ^{4th} FY <u> </u> <u> </u>	Number of lost workday cases	Total man-hours worked	Days without a lost workday accident
MVD (all St. Louis District)				
St. Louis Airport Site (SLAPS) and Vicinity Properties				
St. Louis Downtown Site (SLDS)				
Latty Avenue and Hazelwood Properties				
Madison, Illinois Site				
NAD				
<u>New York District</u>				
Colonie				
Middlesex				
Maywood				
Wayne				
<u>New England District</u>				
Combustion Eng. Site				
Shpack Landfill				
<u>Baltimore District</u>				
W.R. Grace				
<u>Philadelphia District</u>				
DuPont Chambers Works				
(LRD)				
<u>Buffalo District</u>				
Luckey				
Niagara Falls Storage Site				
Ashland 1				
Ashland 2				
Painesville				
Seaway Industrial Park				
Linde Air Products				
Harshaw Chemical				
Bliss & Laughlin				
<u>Pittsburgh District</u>				
SLDF				